

# COUNTY OF LOS ANGELES

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## DEPARTMENT OF MENTAL HEALTH

<http://dmh.lacounty.gov>

550 SOUTH VERMONT AVENUE, LOS ANGELES, CALIFORNIA 90020

Reply To: (213) 738-4601  
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February 10, 2011

TO: Each Supervisor

FROM: Marvin J. Southard, D.S.W.  
Director of Mental Health

SUBJECT: **NOTICE OF INTENT TO ISSUE WORK ORDER EXCEEDING \$300,000  
UNDER THE MASTER AGREEMENT FOR AS-NEEDED STRATEGIC  
PLANNING AND RELATED SERVICES**

This is to advise your Board of our intent to request the Chief Executive Office (CEO) to amend a Work Order under the Master Agreement for As-Needed Strategic Planning and Related Services (Master Agreement) with The INNOVA Group, Inc. The Amendment will increase the contract amount by \$100,000, for a total Agreement amount of \$500,000. The period of performance for the amended Work Order is for Fiscal Year 2011-12. In accordance with established Master Agreement guidelines, prior Board notice is required for projects that will exceed \$300,000.

### **SCOPE OF WORK**

The Department of Mental Health (DMH) intends to extend the Agreement with The INNOVA Group, Inc. (Contractor) from July 1, 2011 to June 30, 2012 to provide services to the following three areas:

#### **AREA A: SYSTEM LEADERSHIP TEAM (SLT)**

##### **Description:**

The SLT is the primary stakeholder body that advises the Department of Mental Health (DMH) on ongoing policy and systems changes and monitors the implementation of the Mental Health Services Act (MHSA) Plans. It was recently reconstituted, increasing from 25 to 50 members. The Contractor will assist DMH in two ways with regards to the SLT. The first is to help plan, design, facilitate and document ongoing SLT meetings that will keep stakeholders informed on critical issues and provide them opportunities to provide feedback and make recommendations on key policy and systems change items.

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The second is to help build a stronger infrastructure for the SLT, including but not limited to public participation, SLT member replacement, staggering the membership terms, etc.

**Objectives:**

- 1. Plan, design, facilitate, and document ten SLT meetings, each lasting 3 hours on average.**
  - a) 8 hours to plan and design each meeting (includes developing materials, such as handouts and PowerPoint slides).
  - b) 4 hours to facilitate (includes 30 minutes before and after the meeting).
  - c) 12 hours to document (3 hours attending the meeting and 12 hours to document, including revisions).
  - d) 2 hours to edit final meeting notes.
- 2. Plan, design, and facilitate 6 sub-committee meetings for the SLT on various capacity-building projects, each meeting lasting 2 hours on average.**
  - a) 6 hours to plan and design each meeting (includes developing materials, such as handouts and PowerPoint slides).
  - b) 3 hours to facilitate (includes 30 minutes before and after the meeting).
  - c) 8 hours to document (3 hours attending the meeting and 12 hours to document, including revisions).
  - d) 2 hours to edit final meeting notes.

**AREA B: UNDERREPRESENTED ETHNIC POPULATIONS (UREP) COMMITTEE**

**Description:**

The UREP Committee is a multi-ethnic stakeholder body that advises DMH on critical policy and systems issues that can address and reduce disparities impacting ethnic/racial minority groups in Los Angeles County. The Contractor will assist DMH in three ways with regards to the UREP Committee. The first is to plan, design, facilitate and document ongoing meeting of the UREP Leadership Committee. The second is to help the UREP Leadership Committee plan, design and facilitate two sessions focused on the integration of mental health, physical health, and substance abuse to influence

the County's implementation regarding the Health Care Law. The third is to help strengthen the Latino/a UREP sub-committee.

**Objectives:**

- 1. Plan, design, facilitate, and document 6 UREP Leadership Committee meetings, each lasting 3 hours on average.**
  - a) 8 hours to plan and design each meeting (includes developing materials, including PowerPoint slides).
  - b) 4 hours to facilitate (includes 30 minutes before and after the meeting).
  - c) 12 hours to document (3 hours attending the meeting and 12 hours to document, including revisions).
  - d) 2 hours to edit final meeting notes.
  
- 2. Plan, design, facilitate, and document two UREP-sponsored community dialogues—each lasting approximately 3 hours—on the integration of mental health, physical health, and substance abuse in relation to the Health Care Law.**
  - a) 12 hours to plan and design each meeting (includes background research, networking, etc.).
  - b) 4 hours to facilitate (includes 30 minutes before and after the meeting).
  - c) 12 hours to document (3 hours attending the meeting and 12 hours to document, including revisions).
  - d) 2 hours to edit final meeting notes.
  
- 3. Plan, design, facilitate, and document 3 meetings focused on strengthening the capacity of the Latino/a UREP.**
  - a) 4 hours to plan and design each meeting (includes background research, networking, etc.).
  - b) 2 hours to facilitate (includes 30 minutes before and after the meeting).
  - c) 8 hours to document (3 hours attending the meeting and 12 hours to document, including revisions).
  - d) 2 hours to edit final meeting notes.

## **AREA C: BEHAVIORAL HEALTH DEMONSTRATION PROJECT**

### **Description:**

DMH will play a central in convening other County departments to develop a demonstration project with regards to a behavioral health center. The Contractor will assist DMH in planning, designing, and facilitating a multi-stakeholder sessions that will assist in the design of a behavioral health center.

### **Objectives:**

- 1. Plan, design, facilitate, and document 8 multi-stakeholder meetings leading the design of a behavioral health demonstration project.**
  - a) 12 hours to plan and design each meeting (includes background research).
  - b) 3 hours to facilitate (includes 30 minutes before and after the meeting).
  - c) 12 hours to document (3 hours attending the meeting and 12 hours to document, including revisions).
  - d) 3 hours to edit final meeting notes.

### **FISCAL IMPACT**

There is no net County cost.

The amended amount of the Work Order will increase by \$100,000, for a total Agreement amount of \$500,000, which will be funded through the Mental Health Services Act.

### **NOTIFICATION TIMELINE**

Consistent with the policy and procedures for the Master Agreement for As-Needed Strategic Planning and Related Services, we are informing your Board of our intention to amend the above mentioned Work Order. If no objection is received from your Board within one (1) week of this filing, we will submit the amended Work Order request to the CEO for review and approval.

Each Supervisor  
February 10, 2011  
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If you have any questions or need additional information, please contact me at (213) 748-4601, or your staff may contact Angel Baker, (213) 738-4105 or [abaker@dmh.lacounty.gov](mailto:abaker@dmh.lacounty.gov).

MJS:DM:AB:LM

c: Health Deputies  
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